



Confined Space Policy

Safety and Environmental Management System

SEMS 5-24

CONFINED SPACES

Confined spaces may be compartments of small size or limited access. Some examples of confined spaces include storage tanks, tank cars, holds of vessels, production vessels, underground tanks, holes in the ground, sewage lines, or any place with limited ventilation or access. The concerns of confined spaces are not just with toxic materials, vapors, flammable materials, asphyxiation, corrosives, radioactive materials, and/or the lack of oxygen, but with the confined space itself. Confined spaces restrict the movements of the person working in the space which can make any rescue attempts in the event of an emergency very difficult. Each such job is to be performed by trained personnel. Approval is to be acquired from a trained supervisor and/or department manager prior to performing the task.

NOTE: Confined space entry can only be performed by personnel that have been trained, certified and authorized to do so. **ORIENTATIONS AND SAFETY MEETINGS ARE NOT CONSIDERED TRAINING THAT QUALIFIES PERSONNEL TO WORK IN CONFINED SPACES.** Formal training is required.

SONOCO and it's catering staff are not trained nor authorized to work in areas requiring Confined Space Training.

CONFINED SPACE DEFINITION:

Any space large enough for person to enter and do work; has an entry and exit opening that may be limited in size and/or number; not intended for continuous human occupancy and/or has one or more of the following:

1. Known potential for hazardous atmosphere.
2. Potential for engulfment.
3. Hazardous internal configuration.
4. Other recognized hazards.

DUTIES OF ENTRANT:

1. Review and abide by all permit specifications and applicable policies.
2. Wear protective clothing/ Use protective equipment.
3. Use and attend to monitoring equipment.
4. Pay attention to physical reactions of self and co-entrants.
5. Maintain communications with attendant.
6. Do assigned task.
7. If the entrant senses any reaction to the environment, he or she should signal the attendant for assistance, and if necessary leave the confined space immediately.
8. Always work within the requirements of the permit or not perform the task

Entrants shall participate in the planning, monitoring, and permitting process. Ventilation shall be used and testing shall be conducted before and during entry. All participants are required to note any changes and request additional monitoring should the need arise.



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DUTIES OF ATTENDANT:

1. Review and abide by all permit specifications and applicable policies.
2. Keep track of space occupants.
3. Keep unauthorized people out.
4. Maintain continuous communication with the entrant and /or entrants.
5. Make sure ventilation equipment is working.
6. Monitor atmospheric testing equipment.
7. Attend to the lifeline attached to the entrant.
8. Attend to the airline, if used.
9. Remain alert for danger.
10. Watch for hazards.
11. Maintain clear access.
12. Order evacuation if necessary.
13. Call for emergency assistance, if needed.
14. Remain at the entry point unless relieved by another trained attendant.
15. Always work within the requirements of the permit or not perform the task.

PERSON AUTHORIZING PERMITS / SUPERVISOR:

1. Plan entry.
2. Make sure permit is complete, dated and signed.
3. Review all permit specifications and applicable policies with entire crew and ensure all is followed.
4. Determine the need for certain equipment.
5. Ensure atmospheric testing.
6. Ensure acceptable entry conditions.
7. Keep conditions acceptable.
8. Cancel permit and terminate work, if necessary.
9. Train (or provide training for) workers as needed. Insure formal training is current.
10. Cancel permit and secure space.
11. Determine if a written rescue plan is necessary.
12. Always work within the requirements of the permit or not perform the task.
13. Maintain required records and turn in to HS&E Department upon completion of entry.

PERMIT CHECKLIST:

1. Hot work authorization.
2. Atmospheric testing.
3. Purging/ventilation.
4. Lock-out/tag-out.
5. Blocking, blanking, and bleeding.
6. Personal and/or area monitoring.
7. Respirators and Personal Protective Equipment

PRE-ENTRY TESTING:

1. Determine the amount of oxygen.
2. Quantify potential known hazard(s).
3. Remove and control hazards.
4. Keep hazards out.

PRE-ENTRY TESTING SEQUENCE:

1. Oxygen content.
2. Flammable/explosive gases and vapors.
3. Toxic gases and vapors.



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HAZARDS:

1. Recognize/identify the hazard.
2. Understand the hazard.
3. Eliminate/Control the hazard.

TYPICAL CONFINED SPACE HAZARDS:

Atmospheric, Physical, Structural, Temperature extremes, Chemical, Electrical, Mechanical, Biological, Radiation, Engulfment

TYPICAL ATMOSPHERIC HAZARDS:

1. Oxygen-deficiency 19.5 and Below
2. Oxygen-enrichment 23.5 and Above
3. Flammable/explosive
4. Vapors
5. Gases
6. Dusts
7. Toxic Chemicals
8. Particulates
9. Welding Fumes

CONTROLLING ATMOSPHERIC HAZARDS:

1. Atmospheric hazards are most dangerous.
2. Test the atmosphere before entry.
3. Control the hazards.
4. You cannot afford mistakes.
5. Ventilate, ventilate, and ventilate.

TYPICAL ISOLATION METHODS:

1. Lock-out/tag-out energy sources.
2. Block, blank, and bleed.
3. Disconnect mechanical linkages.
4. Secure mechanical moving parts.
5. Shield radiation sources.
6. Bond and ground.
7. Guarding.

SUMMARY / SAFE PRACTICES:

NEVER:

1. Enter without a work permit or Training.
2. Trust your senses about the safety of the atmosphere.
3. Work without an attendant.
4. Enter without personal protective equipment.
5. Rush into a rescue
6. Work a confined space task without formal up to date training.